

Arizona Department of Juvenile Corrections
Operating Procedures Manual
Health Services

PROCEDURE NO. 3000.01	REF. POLICY NO. 3000	EFFECTIVE: 08/02/01 PRIOR ISSUE: 11/01/96
TITLE: Health Unit Operational Expectations		AUTHORIZED: Esteban V. Veloz, Assistant Director, Behavioral/Health Services

I. Purpose:

Arizona Department of Juvenile Corrections (ADJC) shall ensure availability of on-site/on-call Health staff to provide health care to juveniles in ADJC secure facilities without gender discrimination of juvenile or staff.

II. Rules.

Responsible Party

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| 1. Health Units shall be routinely operative 15 -18 hours/day, seven (7) days/week by Correctional Registered Nursing (CRN) staff. | CRNS |
| 2. A Physician or a Mid-Level Practitioner shall be on site 8 - 10 hours/day, four (4) to five (5) days/week. | Physician, Mid-Level Practitioner |
| a. Provider gender shall not be a factor in the delivery of health services; | |
| b. Juvenile shall not select a provider of choice. | |
| 3. Psychiatrists shall be on site at each facility as needed to provide consultation and treatment 20 - 40 hours/week. | Psychiatrist |
| 4. Dentists shall be on site at each facility as needed to provide consultation and treatment 20 - 40 hours/week. | Dentist |
| 5. The facility CRNS, or designee, and a Mid-Level Practitioner shall be available for medical advisement during off-duty hours. | Health Services Administrator |
| a. Mid-Level Practitioner's on call schedule establishes a specific medical provider for after hours inquiries. | Physician, Mid-Level Practitioner, CRNS |
| 6. Health Unit staff shall be expected to report for duty as scheduled. | Health Unit Staff, CRNS, CRN, Mid-Level Practitioner |
| a. Supervisors shall be contacted for anticipated delays, when possible; | |
| b. Staff and supervisors shall agree on the plan for make-up of lost time, e.g. traffic delays, to optimize unit staffing; | |
| c. Use of Sick Leave must be approved by the Supervisor or in accordance with Arizona Administrative Code R2-5-404. | |
| 7. Schedule requirements shall be equitably rotated among Health Unit staff without regard to gender. | |
| a. Schedule requests shall be honored, when feasible; | |
| b. Vacation requests shall require four weeks minimum notice to supervisors, in writing, to allow for advance scheduling of staff; | |
| c. Holiday requests shall be rotated equitably among staff. | |

Reviewed and approved by:

W. Dean Neitzke
Division Director, Health Services

Date
